

APPENDIX E - CONDITION ASSESSMENT PROCEDURES

1. What is the schedule for completing field station comprehensive condition assessments?

The Service will complete a comprehensive condition assessment of each field station once every 5 years. We will assess real property and heavy equipment valued at \$50,000 or higher. To meet this goal, each Region has a staffed Facility Management Coordinator (FMC) and they assess 20 percent of the National Wildlife Refuges in their Region, and each year the national FMC for the National Fish Hatchery System will assess 20 percent of the National Fish Hatcheries. We will evaluate progress toward meeting the goal and reported to the Department of the Interior semiannually. In addition, all field stations that have received comprehensive assessments will conduct an annual self-inspection to determine the status of deficiencies. We should remove items that have been replaced or removed from RPI and report corrected deficiencies in the MMS database. Any additional deficiencies that we identify we should add to the Real Property Inventory (RPI). Field station personnel conducting annual inspections will contact the Regional Refuge or Hatchery FMC for assistance with cost estimates. This is necessary to insure that cost estimating is consistent throughout the Service and that we base it on sound, established criteria.

2. What pre-trip planning do we complete before conducting a comprehensive condition assessment?

In advance of the field station visit, we will gather the following information: a) we will review RPI data and personal property records to determine the nature of field station assets we are to assess; b) we will review Maintenance Management System (MMS) data will be reviewed to assess what maintenance deficiencies have previously been identified; and c) Other available facility-related data including Safety, Dam Safety, Bridge Safety, Seismic Safety, Environmental Facility Compliance Audits, Accessibility, Lead Based Paint Inspections, Asbestos Surveys, and Federal Highway Administration road assessments will be reviewed to identify specialized needs. After materials have been reviewed, the field station will be contacted to discuss complexity of the task, logistics, etc., and to schedule the assessment.

Based on information gathered in a-c, above; the FMC will decide the makeup of the inspection team. In most cases, the FMC and the field station representative will be able to complete the comprehensive condition assessment with only minimal assistance from other individuals. In other cases involving more complex facilities, it may be appropriate to involve other specialists; this would include either in-house expertise such as Regional Engineering staff or technical specialists contracted for a specific need. Following are examples of items that may require specialized assistance: a) complex mechanical systems for heating and cooling; b) climate control systems to protect museum collections/historic artifacts; c) large and/or complex electrical generation, water pumping, water treatment (inflow or effluent) and re-circulation systems; d) research facilities where hazardous material handling or ventilation devices such as fume hoods and negative pressure systems require specialized testing; e) inspections of historical buildings by qualified historical architect, historian or historical archeologist; and f) assessment of hazardous materials in transferred military properties and assessment of demolition needs and costs.

3. How are on-site comprehensive condition inspections carried out?

The on-site activities focus on verifying or correcting RPI information; observing physical deficiencies; and discussing with on-site managers items that cannot be readily observed (examples include heating systems in summer, cooling systems in winter, water pump operations, other equipment or structures operations, etc.). The assessment will be conducted in accordance with the Standard Guide for Property Condition Assessments (American Society for Testings and Materials (ASTM) publication E 2187-99). Allow sufficient time to document accurate, reliable data by physically inspecting all assets and their key features, taking photos, and verifying property inventory information such as number, square footage, etc. Conclusions on appropriate corrective actions are based on personal observation and analysis at the time of inspection. The specific cause of a deficiency is noted whenever possible to prevent recurring problems (i.e., correct the problem rather than the symptom).

Safety: Inspectors will observe all safety precautions while conducting inspections and tests so that hazards to themselves and others are avoided. Inspectors will be well-versed in how to safely conduct inspections and will use appropriate safety equipment. OSHA standards, at a minimum, will be adopted as safety criteria.

4. What documentation is completed during the on-site work?

The following documents will be included as a record of each comprehensive condition assessment file/report. Files/reports will be stored as a permanent record in either the Regional Offices or Washington Office (DNFHS) until the next comprehensive assessment is completed for the station.

Checklists: FMCs will use the attached standardized inspection checklists to record deficiencies in the field for each asset. These may be handwritten or computer-generated, however, they must conform to this approved format. To provide consistency in approach, all changes to the checklist process will be made at the Washington Office level. Suggested changes shall be sent to the Washington Office Division of Engineering, Branch of Engineering Services for incorporation into the checklist. Updated checklist formats will be provided to Regional FMCs and the Washington Office FMC as changes occur.

Digital photographs: Digital photographs will be used to identify each asset and will be stored in electronic format, in either the Regional Office or Washington Office (DNFHS). Each photo will be identified by the station name, organization code, property number, facility type, and a short descriptive caption.

Cost estimate worksheets: Cost estimate worksheets will be completed to clearly identify units, unit prices, and total costs. FMCs will identify the source of cost data used.

Drawings and sketches: Drawings and sketches are optional but may be used to identify the location of a structure, its size and shape, component materials, or any other information which will help to verify cost estimates and assist in developing projects under MMS.

Deficiency cost estimates: Itemized deficiency cost estimates will be recorded electronically in

the Condition Assessment section of the Real Property Inventory database. Replacement cost estimates in the RPI will also be reviewed to assure their accuracy. FMCs will prepare estimates for two distinct items: identified maintenance deficiencies, and replacement value for all real property and for personal property valued at over \$50,000. FMCs will prepare deficiency cost estimates using the Service-wide cost guide, along with standardized, commercial estimating manuals and software. Location adjustments will be applied from the table in the Service cost guide. Unless a better source is available, replacement costs will be drawn from the replacement cost table in the RPI database. Complex structures, such as fish passage facilities, UV disinfection systems, or pumping stations, will be estimated with assistance from Regional Engineering offices. Records are maintained in the national dataset for five years or until the next comprehensive assessment is completed. Cost estimates will be updated if necessary during annual assessment reviews.

Once the FMC has completed the assessment, field notes and cost estimates will be filed in the Regional office or the Washington office (DNFHS). A copy will be provided to the field station.

5. What is the field station responsible for after a comprehensive condition assessment has been completed?

The field station is responsible for incorporating comprehensive condition assessment information into projects in the MMS database as well as into other ongoing maintenance planning efforts at the field station. In completing the update to the MMS database, the field station consults with the FMC to assure that the MMS list for the field station is a comprehensive and accurate description of deferred maintenance needs.

US Fish & Wildlife Service

Facility Condition Assessment Forms

Preparation

Things to Confirm:

- 1 Nature of the Instructions
- 2 Date and Time of Visit
- 3 Access Arrangements, particularly occupied premises
- 4 Intentions and Limitations

Things to Take

- 1 A Map
- 2 Survey Sheets and Notes
- 3 Working writing tools
- 4 Digital Camera and batteries
- 5 Spare conventional camera with film
- 6 A powerful, robust flashlight
- 7 Penknife
- 8 Binoculars
- 9 Hand Mirror (4-inch square)
- 10 Assorted screwdrivers
- 11 Measuring tapes
- 12 First aid kit
- 13 Suitable clothing and footwear
- 14 Claw hammer
- 15 Ladder (4-10 feet long)
- 16 Ice Pick or Awl
- 17 Moisture meter
- 18 Plumbline
- 19 Spirit level or Marble
- 20 Magnet

ASSESSMENT CHECKLIST INDEX

MASTER	All Categories
100	Buildings
200	Utilities
300	Non-public roads & parking
430	Non-inventory dams/levees/dikes
43X	Canals/ditches
440	Water control structures
442	Raceways
444	Fish production ponds
449	Docks/piers
550	Fences/gates
565	Public Use Observation Towers
580	Above Ground Fuel Storage Tanks

ORGCODE: _____ STATION: _____ P/N: _____
DESCRIPTION: _____ DATE: _____

PRIMARY MAINT CODE: _____ AGE (YRS): _____ PREDOMINANT MATERIAL: _____
SIZE: _____ REPLACEMENT COST: _____

MAINTCODE	SERIES	STRUCTURE TYPE	DEFICIENCY		DEFICIENCY	QTY	YEAR	PRIOR ITY	RUL	EUL	REMEDY/COMMENTS
			YES	NO							
100		BUILDINGS									
		EXTERIOR WALLS									
	A	DOORS/ WINDOWS									
		STAIRS/ RAMPS									
	B	CAULKING									
	C	PAINT									
	D	INSECT DAMAGE DRY or WET ROT									
	E	MASONRY BRICK									
	F	SIDING FLASHING									
	G	BALCONIES									

ORGCODE: _____		STATION: _____		P/N: _____						
DESCRIPTION: _____		DATE: _____								
PRIMARY MAINT CODE: _____		AGE (YRS): _____		PREDOMINANT MATERIAL: _____						
SIZE: _____		REPLACEMENT COST: _____								
MAINTCODE		DEFICIENCY								
SERIES	STRUCTURE TYPE	YES	NO	DEFICIENCY	QTY	YEAR	PRIORITY	RUL	EUL	REMEDY/COMMENTS
100	BUILDINGS									
	INTERIOR WALLS									
A	DOORS WINDOWS									
B	PAINT FINISHES									
C	WALL MATERIAL									
	FLOORS CEILINGS									
A	CEILINGS									
B	FLOOR STRUCTURE									
C	CARPET									
D	RESILIENT TILE									
E	MONOLITHIC TOPPING									
F	WOOD									
G	MASONRY									

ORGCODE: _____		STATION: _____		P/N: _____		DESCRIPTION: _____	
DATE: _____							
PRIMARY MAINT CODE: _____		AGE (YRS): _____		PREDOMINANT MATERIAL: _____		SIZE: _____	
REPLACEMENT COST: _____							
MAINTCODE	100						
SERIES	BUILDINGS						
	PLUMBING						
	STRUCTURE TYPE	DEFICIENCY	YES	NO	DEFICIENCY	QTY	YEAR
							PRIORITY
							RUL
							EUL
							REMEDY/COMMENTS
A	CHECK WITH OPERATING OR AREA PERSONNEL FOR PROBLEMS						
B	TOILETS URINALS						
C	WATER HEATERS						
D	MAINTENANCE PROGRAM & RECORDS						
		NOTE: Hot water heaters typically have an expected service life of approximately 10 to 15 years. The most common problem is deterioration of the glass lining causing rust-through of the storage tank.					

PRIMARY MAINT CODE: _____										AGE (YRS): _____			PREDOMINANT MATERIAL: _____		
SIZE: _____										REPLACEMENT COST: _____					
MAINTCODE			DEFICIENCY												
SERIES	STRUCTURE TYPE	YES	NO	DEFICIENCY	QTY	YEAR	PRIORITY	RUL	EUL	REMEDY/COMMENTS					
100 BUILDINGS															
FIRE SAFETY															
A	EXITS														
B	SMOKE DETECTORS														
C	SPRINKLERS														
ORGCODE: _____										STATION: _____		P/N: _____			
DESCRIPTION: _____										DATE: _____					
PRIMARY MAINT CODE: _____										AGE (YRS): _____		PREDOMINANT MATERIAL: _____			
SIZE: _____										REPLACEMENT COST: _____					
MAINTCODE			DEFICIENCY												

SERIES	STRUCTURE TYPE	YES	NO	DEFICIENCY	QTY	YEAR	PRIORITY	RUL	EUL	REMEDY/COMMENTS
200	UTILITY SYSTEMS									
GAS										
	A	CHECK WITH OPERATING OR AREA PERSONNEL FOR PROBLEMS								
	B	GAS PIPING & METERING								
	C	PROPANE TANKS (CONDITION, OBSTRUCTIONS)								
ELECTRIC										
	D	ASK ABOUT PROBLEMS								
	E	CONDITION OF POLES								
	F	LEAKS IN TRANSFORMERS								
	G	OBSTRUCTIONS (TREES, BRUSH, ETC.)								

MAINTCODE		DEFICIENCY									
SERIES	STRUCTURE TYPE	YES	NO	DEFICIENCY	QTY	YEAR	PRIORITY	RUL	EUL	REMEDY/COMMENTS	
GENERATORS											
	GENGINE & GENERATOR										
	HWEATHER PROTECTION										
	IFUEL TANK(S) CONDITION										
	JAUTOMATIC TRANSFER SWITCH										
	KTEST PROGRAM										
	LSWITCH GEAR										

MAINTCODE		DEFICIENCY								
SERIES	STRUCTURE TYPE	YES	NO	DEFICIENCY	QTY	YEAR	PRIORITY	RUL	EUL	REMEDY/COMMENTS
WATER/WELLS										
M	LEAKS									
N	PUMP(S)									
O	COLOR/ODOR									
P	TESTING									
NOTE: Where domestic water is obtained from a water well, the water well should be tested and certified for yield (flow capacity) and Bacteriological and Chemical Quality as per the prevailing local codes and to assure that the water treatment equipment is in good condition.										
SEWER/SEPTIC										
Q	LEAKS									
R	SEPTIC TANK & DRAINFIELD									
S	SEWAGE EJECTION/LIFT PUMP(S)									
PRIMARY MAINT CODE: _____ AGE (YRS): _____ PREDOMINANT MATERIAL: _____ SIZE: _____ REPLACEMENT COST: _____										

MAINTCODE		DEFICIENCY											
SERIES		STRUCTURE TYPE		YES	NO	DEFICIENCY		QTY	YEAR	PRIORITY	RUL	EUL	REMEDY/COMMENTS
300 NON-PUBLIC ROADS/PARKING													
A		PAVEMENTS											
B		SIDEWALKS											
C		GUARD RAILS											
ORGCODE:		STATION:				P/N:							
DESCRIPTION:		DATE:											
PRIMARY MAINT CODE:		AGE (YRS):		SIZE:		PREDOMINANT MATERIAL:		REPLACEMENT COST:					

MAINT CODE		DEFICIENCY									
SERIES	STRUCTURE TYPE	YES	NO	DEFICIENCY	QTY	YEAR	PRIORITY	RUL	EUL	REMEDY/COMMENTS	
430 NON-INVENTORY DAMS/LEVEES/DIKES											
A	DAMS										
B	LEVEES										
C	DIKES										
D	CONTROL STRUCTURES										
E	CULVERTS										
ORGCODE:		STATION:		P/N:							
DESCRIPTION:		DATE:									
PRIMARY MAINT CODE:		AGE (YRS):		PREDOMINANT MATERIAL:							
		SIZE:		REPLACEMENT COST:							
MAINTCODE		DEFICIENCY									

SERIES	STRUCTURE TYPE	YES	NO	DEFICIENCY	QTY	YEAR	PRIORITY	RUL	EUL	REMEDY/COMMENTS
43X	CANALS/DITCHES									
	A									
	B									
	C									
	INLET/ OUTLET STRUCTURES CULVERTS									
ORGCODE: _____ STATION: _____ P/N: _____										
DESCRIPTION: _____ DATE: _____										
PRIMARY MAINT CODE: _____ AGE (YRS): _____ PREDOMINANT MATERIAL: _____										
SIZE: _____ REPLACEMENT COST: _____										
MAINTCODE		DEFICIENCY								
SERIES	STRUCTURE TYPE	YES	NO	DEFICIENCY	QTY	YEAR	PRIORITY	RUL	EUL	REMEDY/COMMENTS

43X	CANALS/DITCHES									
	A	CANALS								
	B	DITCHES								
	C	INLET OUTLET STRUCTURES CULVERTS								

ORGCODE: _____ STATION: _____ P/N: _____	
DESCRIPTION: _____ DATE: _____	
PRIMARY MAINT CODE: _____ AGE (YRS): _____ PREDOMINANT MATERIAL: _____	
SIZE: _____ REPLACEMENT COST: _____	
MAINTCODE	DEFICIENCY
SERIES	STRUCTURE TYPE
YES	NO
DEFICIENCY	QTY
YEAR	PRIORITY
RUL	EUL
REMEDY/COMMENTS	

440 WATER CONTROL STRUCTURES									
		CONCRETE							
A		CONCRETE STRUCTURES							
B		CORRUGATED METAL STRUCTURES							
C		PIPES CONCRETE CMP							
D		GRATING/HANDRAILS							
E		STOPLOGS							
F		GATES							

ORGCODE: _____ STATION: _____ P/N: _____	
DESCRIPTION: _____ DATE: _____	

PRIMARY MAINT CODE:
AGE (YRS):
PREDOMINANT MATERIAL:
REPLACEMENT COST:

SIZE:

MAINTCODE	STRUCTURE TYPE	DEFICIENCY		QTY	YEAR	PRIORITY	RUL	EUL	REMEDY/COMMENTS
SERIES		YES	NO						
442	RACEWAYS								
A	CONCRETE STRUCTURES								
E	STOPLOGS/ SCREENS								
F	INLET PIPING								
G	OUTLET PIPING VALVES STANDPIPES								
H	WALKWAY GRATING								
I	COVERS								

ORGCODE:
STATION:
P/N:

DESCRIPTION:
DATE:

PRIMARY MAINT CODE: _____		AGE (YRS): _____		PREDOMINANT MATERIAL: _____		REPLACEMENT COST: _____	
SIZE: _____		DEFICIENCY		QTY		YEAR	
MAINTCODE		STRUCTURE TYPE		YES		NO	
SERIES		DEFICIENCY		RUL		EUL	
REMEDY/COMMENTS		PRIORITY		RUL		EUL	
444 FISH PRODUCTION PONDS							
A	POND						
B	RIPRAP						
C	KETTLES - CONCRETE						
D	KETTLES - CORRUGATED METAL						
E	PIPES CONCRETE CMP						
F	GRATINGS HANDRAILS						
G	STOPLOGS						
H	GATES						
ORGCODE: _____		STATION: _____		P/N: _____		DATE: _____	
DESCRIPTION: _____							
PRIMARY MAINT CODE: _____		AGE (YRS): _____		PREDOMINANT MATERIAL: _____		REPLACEMENT COST: _____	
SIZE: _____		DEFICIENCY		QTY		YEAR	
MAINTCODE		STRUCTURE TYPE		YES		NO	
SERIES		DEFICIENCY		RUL		EUL	
REMEDY/COMMENTS		PRIORITY		RUL		EUL	

MAINTCODE				DEFICIENCY								
SERIES	STRUCTURE TYPE		YES	NO	DEFICIENCY	QTY	YEAR	PRIORITY	RUL	EUL	REMEDY/COMMENTS	
449 DOCKS/PIERS												
	A	DECK										
	B	RAILINGS										
	C	ACCESS RAMPS										
	D	FRAMING BEAMS JOISTS										
	E	PILING POSTS										
	F	FLOATS										
	G	UTILITY LINES										
	H	CONNECTIONS										
ORGCODE:		STATION:				P/N:						
DESCRIPTION:		DATE:										
PRIMARY MAINT CODE:		AGE (YRS):		PREDOMINANT MATERIAL:		REPLACEMENT COST:						
		SIZE:										
MAINTCODE		DEFICIENCY										
SERIES	STRUCTURE TYPE	YES	NO	DEFICIENCY	QTY	YEAR	PRIORITY	RUL	EUL	REMEDY/COMMENTS		

550	FENCES/GATES											
	A	POSTS RAILS										
	B	FABRIC/ WIRE/ SLATS										
	C	GATES/ LOCKING DEVICES										
	D	SIGNS/ MARKERS										
ORGCODE:		STATION:						P/N:				
DESCRIPTION:				DATE:								
PRIMARY MAINT CODE:				AGE (YRS):				PREDOMINANT MATERIAL:				
				SIZE:				REPLACEMENT COST:				
MAINTCODE		DEFICIENCY										
SERIES	STRUCTURE TYPE	YES	NO	DEFICIENCY		QTY	YEAR	PRIOR ITY	RUL	EUL	REMEDY/COMMENTS	
580	ABOVE GROUND FUEL STORAGE TANKS											

[illegible]